

Site Visit Report Template

Site Visit Lead, Reporter,

Here is the Daily Report Format for Site-_____ while you are working in _____.

Each day go to Out box and do "Send Again" on previous daily report email and:

- 1) Change "Subject" date.*
- 2) Replace yesterday's action with today's action under "General."*
- 3) If a task is completed write "complete" and the date completed under that task.*
- 4) Put non-listed tasks in "Other" at the end of the report.*

Larry Jones will compile and send out the reports each day and keep a file on the cumulative reports for the final Site report when the visit is finished.

Send your report to ljones@lanl.gov, dreass@lanl.gov, and mapple@vega.lanl.gov only.

Put in Subject: Site _____ ddMonthyy Daily Report

NOTE: ALL TIMES AND DATES ARE LOCAL!

Site-XXX Daily Report

Date: ddMonthyy (Example: 06June01)

Site: Site

Weather: _____

Present at site: List those present at site including Observers

Urgent needs: _____

General:

(SITE) tasks:

1. Train Observers (Assignee; e.g., Reass, BOM).
2. Task #2.
3. Task #3, etc.
4. Calibrate instruments on calibration trips.
5. Drawing book checking, red marking.
6. Routine Maintenance tasks:
 - Change out generator 12v batteries.
 - Change all AC unit filters.

- MMCR maintenance list.
 - Change out Netrad Domes.
 - WSI manual maintenance.
 - Oil coolant pump bearings on WSI.
 - Replace metal screen filters in WSI Blue Box.
 - Inspect and lube solar tracker arm.
 - MWR heater and/or fan assembly change out.
 - AERI maintenance list – **Nauru only**
 - Check for water in logger, etc.
7. Emergency Generator Maintenance. (Hastings/Deering)
 8. H2 Generator Maintenance. (Australian BOM)
 9. Ship back equipment.
 10. Audit out:
 - Spares inventory.
 - Configuration files from Rad Loggers, MFRSR, Ceil, MWR, etc. (Porch)
 - Replacement records.
 - Replace faded labels.